

PARENT & TEACHER CONFERENCES AND CORRESPONDENCE

Three parent & teacher conferences will be scheduled during the school year. In addition, parents or teachers may request a conference at any time during the year if needed. Our goal is to work with parents to achieve the best school experience for their child. Teachers will be assessing each child through the year. We will use both a formal evaluation to determine developmental age, plus check list and observational notes to make sure that your child is challenged and growing during his/her preschool experience.

Parents will receive correspondence from their child's teacher throughout the school year. The purpose is to notify the families of classroom events, activities, special happenings, and opportunities for worship and involvement at All Saints Lutheran Church. Please read this information carefully.

ARRIVAL AND DISMISSAL

HOURS: All Saints Lutheran Preschool is open Monday thru Friday 7:00 am-6:00pm.

SECURITY SYSTEM: Both class doors are equipped with a key-less entry system. At the time your child starts school you will be supplied with a code to enter the building. There is also a 24 hour camera surveillance of all doors, classrooms and parking lots.

ARRIVAL: The East wing door will be open at 7:00a.m. **Please sign your child in their class book located in the Pre-K 3's room on top of the cubbies.**

For VPK students the west wing door will be open from 8:15am - 4:15pm.

DISMISSAL: Children will be dismissed only to parents or guardians unless written notification is given to the Director or child's teacher. The morning session ends at 12:00 pm and they will be picked up in the east classroom at that time.

All parents must sign out their child before they are dismissed. We will not release a child to a parent who is

intoxicated or impaired. We will call another person from the contact list to pick up child.

PASSWORD: Each parent is to choose a password that will be used for identification purposes when your child is picked up by someone not known to us. Please let us know ahead of time if someone else is picking up your child.

IF YOU WILL BE LATE IN PICKING UP YOUR CHILD, PLEASE INFORM YOUR CHILD'S TEACHER. REMEMBER THERE IS A LATE CHARGE OF \$2.00 PER MINUTE FOR PICK-UP AFTER 6:00 pm. (or 12:00 pm. if you child is part time.)

TIME SHEET

A daily time sheet is posted in each classroom; **PLEASE SIGN YOUR CHILD IN AND OUT EACH DAY.** Daily charges are determined by what time you sign out, **if you don't sign out, you will be charged for a full day.**

EXTENDED CHILD CARE

Extended childcare (ECC) provides a caring, nurturing and loving program for children from 12:00p.m.until 6:00p.m. The program includes outdoor recreation, story time, creative movement activities, arts and crafts, puzzles, books and a quiet time. Cost is \$25.00 per afternoon for All Saints Preschool students, payable on the day that they stay. Please let a teacher know one day in advance.

LATE PICK-UP

All Saints Lutheran Preschool closes at 6:00 pm. We request that your child be picked up before 6:00 pm so the staff can leave at 6:00pm. If a parent is consistently late picking up a child, the preschool reserves the right to ask the parent to make other arrangements regarding an earlier pick-up. If the lateness continues, the child will need to be withdrawn from the program. The late pick-up fee is \$2.00 per every minute after 6:00p.m. (12:00pm for part-time students)

DISCIPLINE

Learning to follow directions, listening to stories, being respectful of others and to cooperate with the teacher and classmates is an important part of All Saints Preschool Program. We expect these things of all our students and usually, most children are cooperative. When inappropriate behavior occurs, we will try to redirect a child to a more appropriate behavior. If however, that doesn't work; we will redirect their activity to an appropriate behavior as a form of discipline. If an unacceptable behavior continues to occur, a note will be sent home and if necessary a parent conference will be scheduled. We believe that if children are treated with Christian love and respect, they will respond to others in the same way. Some preschool children are not developmentally ready for classroom experiences. We reserve the right to ask for the withdrawal of a child whom we feel is just not ready for our program.

LUNCH POLICY

All children enrolled in the full-day program will receive a hot, nutritional lunch each day from a School Catering Company. Menus for the upcoming week are available for parents to view. Polite table manners will be encouraged. The children will not be forced to eat or punished if they do not eat. We will encourage them to leave their dessert for last.

PLEASE INFORM THE TEACHER OF ANY FOOD ALLERGIES YOUR CHILD MAY HAVE.

BREAKFAST

If your child is here for early morning drop off you may send something for breakfast. Please do not send in plates or cups, everything needs to be disposable.

For Preschool students breakfast time is over at 8:30 am.

Breakfast time for VPK morning students is over at 8:00am.

SNACKS

Two nutritional snacks consisting of fruit, crackers, or cereal. is provided by the Preschool each day. The first snack is mid-morning and the second one is served after afternoon nap time.

If you wish to furnish a special snack for your child's class, you need to make arrangements with the teacher. Some suggestions are: muffins, raw vegetables and a mild dip, cheese and crackers, granola mix, etc.

The Broward County Health Department requires that all parents of 2, 3, and 4 years old fill out a Nutrition Form regardless of the hours of attendance. This forms states that a parent accepts the responsibility to furnish nourishing meals for their children.

NAP/ QUIET TIME

The preschool is required to have a nap/quiet time each afternoon. All Saints assigns a mat to each full time student for the year. Every child who uses a mat **must bring in a crib size sheet.** County ordinance Sec. 7-5.04 states: "...Bedding must be appropriate for the child's size. All mats must be entirely covered. **Towels shall not be used as bedding.** Linens must be laundered at least once a week. Used linens must be stored in a sanitary manner, not touching but separated."

Each child may also bring in a small blanket and small pillow (travel size). **Place all nap materials in an old pillowcase or cloth bag for storage or they will have to be sent home each day.** Please do not use plastic bags, diaper bags, or backpack for nap storage. **Label all items with your child's name.** The bag will be sent home each Friday to be washed and brought back the following Monday. WE CAN NOT STORE LARGE BED PILLOWS.

HEALTH

1. WE ARE A SMOKE-FREE SCHOOL Pursuant to Chapter 386, F.S. "Smoking is prohibited within the child care facility, all outdoor areas, during field trips, and in vehicles when being used to transport children." **Smoking is prohibited on the premises of the child care facility while the school is in session**

2. INSURANCE: Each child is insured while at the school. The cost of this service is included in the registration fee.

3. PLEASE HELP US stop the spread of germs by having your child wash their hands upon arrival at school, before entering the classroom, and before going home.

4. ILLNESS: Children will be screened daily for runny noses, coughing, sneezing, etc. If the teacher is in doubt of the child's physical health, parents will be asked to remove their child from the school until the child's condition improves. If your child has a chronic allergy, please provide written documentation from the child's physician.

5. IN THE EVENT that a child becomes ill during school hours, the parents will be notified and asked to pick him/her up as soon as possible.

6. PARENTS SHOULD NOTIFY the preschool of any contagious disease contracted by their child. Parents will be notified if their child has been exposed to a contagious disease.

7. MEDICATIONS: Should your child need medication while at school, please fill out a "Medical Permission" form (provided by the Director).

Health regulations require that medicine must be in the original prescription bottle.

The label is to have the name of the child, name of medicine, dosage, the name of the prescribing doctor and the date. When filling out the form, please include the time (hours) the medicine is to be given to your child.

CHILD ABUSE & NEGLECT REPORTING REQUIREMENTS

All Child care personnel are mandated by law to report their suspicions of child abuse, neglect, or abandonment to the Florida Abuse Hotline in accordance with s.39.201 of the Florida Statutes.

PARENT RESPONSIBILITIES

PARENT PARTICIPATION: The teachers and staff of ASLP believe that parents are interested in their child's preschool experience, and so the staff extends an invitation to all parents (Moms and Dads) to become active participants in the school's programs. Parent participation allows the parents to familiarize

themselves with the goals of the school and to directly observe their child's interaction and progress in the classroom. Parents may become involved weekly, bi-weekly, monthly, or occasionally. Please notify your child's teacher of your intentions in advance. All Saints Lutheran Preschool has an open door policy and parents are always welcome to stop by and see how their child is doing.

The following are the areas for which parents are responsible:

➤ Complete all registration forms. *Keep registration information current at all times.*

➤ Pay fees on time (see schedule)

➤ Arrange for daily, on time, student pick-up.

➤ Use daily sign out procedures.

➤ Notify staff when someone other than authorized listed person will be picking up your child. *We cannot release your child to persons not listed on the registration form.*

➤ Notify school of your child's absence.

➤ Read All Saints Lutheran Preschool's Parent /Student Handbook and keep it as a reference.

➤ **Sign and return Parent Statement of Understanding** (found in the back of book).

ADVERSE WEATHER POLICY

At any time, **if Broward County Public Schools are closed due to extreme weather conditions or if a Hurricane Warning is issued in Broward County; All Saints Lutheran Preschool will not be opened.** We will remain closed until such warnings are lifted and the area and building is once again safe and useable. Listen for school closing information on your T.V. or radio.

GENERAL INFORMATION

1. TV VIEWING DURING CLASSTIME. Watching Movies and Videos are not part of our class routine. Occasionally we will watch an educational program to support our weekly theme. This is limited to a few times a year. We feel that the best way for a child to learn is to be an active learner exploring and sharing ideas with other children and their teachers.

2. SCHOOL PHONE NUMBER: 954-726-1973 ex.2 FAX NUMBER: 954-721-4538 EMAIL: aslc_karen@bellsouth.net

3. ADDRESS/TELEPHONE CHANGES: Please notify the Director's office and teacher immediately of any changes in your address and/or telephone number. Up-to-date information will help us deal quickly with emergencies.

4. CHAPEL: Chapel is held every Wednesday morning. The worship experience consists of songs, prayers and a "children's talk" by various church school staff members. Parents are always welcome to worship with their child.

5. PLAYGROUND: Each class is scheduled for outside recreation every day, weather permitting.

6. SCHOOL DRESS: The children will be participating in various activities both indoors and out. Washable, practical clothes that foster independence and self-confidence with respect to self-help skills (e.g. elastic waistbands, easy fasteners) are best. Shoes should cover and protect the feet and allow for safety in running and playing. We strongly recommend tennis shoes for safe play on the playground. NO FLOPPY SHOES, CROCKS or SANDALS.

7. TOYS: **Children should not bring** toys, movies, trinkets, jewelry, money, gum, stuffed animals or make-up to school. There will be special "SHOW-N-TELL" periods each week to bring one small item to share with the other children. The teachers will inform you well in advance as to the day and what the theme is.

8. PERSONAL BELONGINGS: **Everything** your child brings to school, such as sweaters, lunch boxes, raincoats, nap materials, etc. **must have your child's name on it.**

9. BIRTHDAY CELEBRATIONS: Parents may send in special treats on the day of their child's birthday, please let your teacher know if this is your intention.

10. HOLIDAY PARTIES: Parents may be asked to donate refreshments for the following special days: Fall Costume party, Thanksgiving, Christmas, Valentine's Day and also to join their child for the class party.

11. FIELD TRIPS: Field trips may be planned during the school year. If a parent wishes to share his/her profession with the children, we invite them to contact the Director or the classroom teacher. Should a class intend to go off campus; parents will be asked to join in as drivers or chaperons. Florida law requires that each child 3 years of age or younger be in a car seat and all older children be in a seatbelt.

12. SCHOOL PICTURES: School pictures are a service of the school, and they are not mandatory. Pictures are will be taken in the fall and be ready for distribution before Christmas. A class picture and graduation pictures will be taken in the spring.

13. CHANGES IN HOME SITUATION: From time to time, a personal crisis may occur in the life of your child which, although not necessarily related to school, may adversely affect the attitude or work habits of your child while in school. It is not our purpose to invade anyone's privacy, but should such an event take place, a brief note or phone call would make us aware of the situation and allow us to respond to the needs of your child during this time.

14. DAYS CLOSED: All Saints Lutheran Preschool will be closed for the following legal holiday.

New Year's Eve and New Year's Day	Martin Luther King Jr. Day
Good Friday	July 4 th (legal observance)
Memorial Day	Labor Day
Thanksgiving Day and Day after	Christmas Eve and Christmas Day
President's Day	

There will be two teacher workdays, one at the end of the school year and one at the end of summer camp.

VPK parents: see VPK calendar for additional days off.